


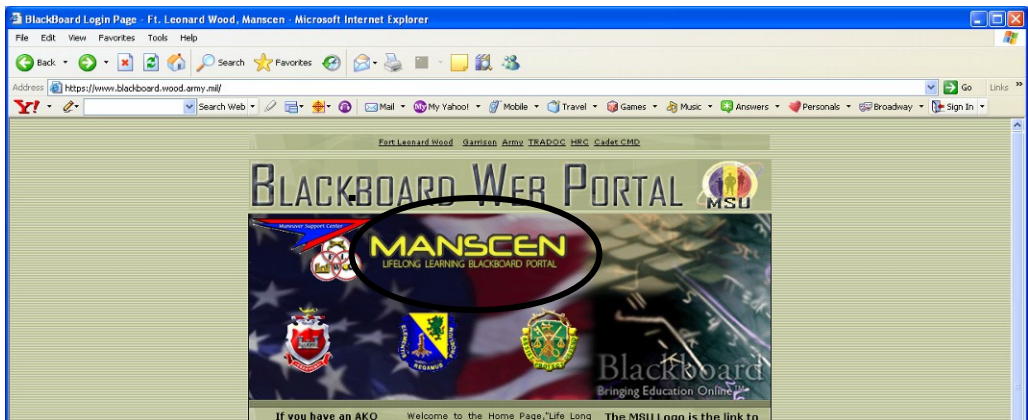
Environmental Officer Course Enrollment on MANSCEN Blackboard

(You must have an AKO user name and password)

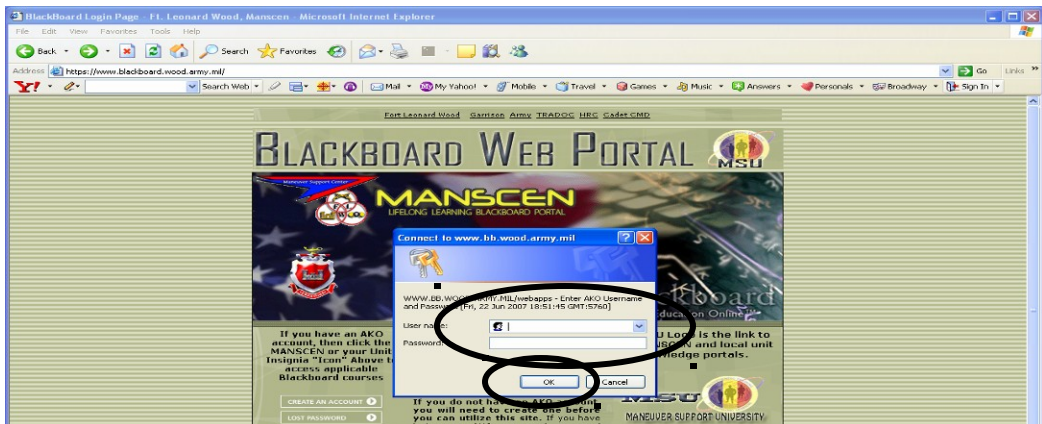
STEP 1: Using your internet explorer, type in “https://www.blackboard.wood.army.mil/” as the address and click  **Go**.



STEP 2: On the Blackboard Web Portal, click on the **MANSCEN** logo.



STEP 3: Type in your AKO user name and password, click **OK**.



Environmental Officer Course Enrollment on MANSCEN Blackboard *(continued)*

STEP 4: Click on the **Courses** tab.

The screenshot shows the MANSCEN Blackboard homepage. The 'Courses' tab in the top navigation bar is circled in red. The page displays a welcome message and several sections: Tools, My Announcements, My Calendar, Points of Contact, My Courses, My Organizations, and My Tasks.

STEP 5: Click on **Open Enrollment** in the far right

The screenshot shows the 'Courses' page. The 'Open Enrollment' link in the 'Course Catalog' section is circled in red.

STEP 6: Click on the **Enroll** button for the Environmental Officer Course - FY08.

The screenshot shows the 'Browse Course Catalog' page. The 'Enroll' button for the 'Environmental Officer Course (FY-08)' is circled in red.

| Course ID | Course Name | Instructor Names | Description |
|-----------|--------------------------------------|--|---|
| ECO-FY08 | Environmental Officer Course (FY-08) | Bruce Travis, Mikell Hager, Albert Vargasko, Tom Petersen, Regina Vanner, Thomas Littleton | This course covers topics to include: Environmental Officer (EO) duties, checking hazards materials and containers, POLs, risk assessment, environmental management system (EMS), and environmental risk assessment. This course trains ECOs only in the specific duties outlined in AR 200-1, Environmental Protection and Enhancement; DA PAM 200-1, Environmental Protection and Enhancement; and FM 3-100.4, Environmental Considerations in Military Operations. Site/Installation specific training is recommended to ensure ECOs are familiar with local, state, or foreign nation environmental laws and regulations. |

Environmental Officer Course Enrollment on MANSCEN Blackboard *(continued)*

STEP 7: Click on the **Submit** button.

The screenshot shows the 'Self Enrollment' page for the 'Environmental Officer Course (FY-08) (ECO-FY08)'. The page includes a navigation bar with 'Home', 'Courses', 'Guest Lectures', 'MSKN', 'Knowledge Portals', 'Library', 'Community', and 'Help'. Below the navigation bar, there is a 'SELF ENROLLMENT' section with a 'Self Enrollment' link. The main content area shows the course details, including the instructor (Bruce E Travis, Mikell Hager, Albert Mark Vargesco, Tom Petersen, Regina D Wanner, Thomas Littleton), a description of the course, and categories (EDUCATION: Higher Education). At the bottom right, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is circled in red.

STEP 8: Click on **OK** button.

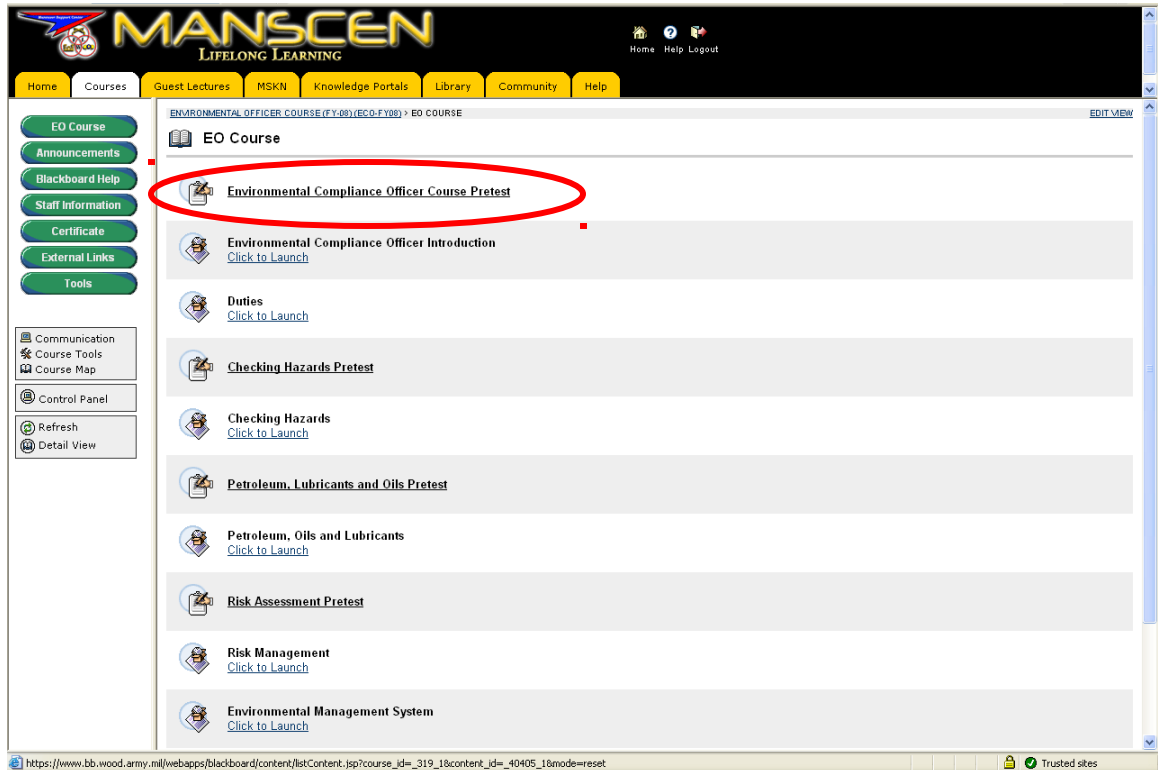
The screenshot shows the 'Self Enrollment' page after successful enrollment. The main content area displays a 'Receipt: Success' message: 'Enrollment in Environmental Officer Course (FY-08) (ECO-FY08) as mikell.hager processed successfully. Click OK to continue.' Below the message, the date and time '2008-03-06 10:38:45 AM' are shown. At the bottom right, there is an 'OK' button circled in red.

STEP 9: Click on the **EO Course** button on left side.

The screenshot shows the 'ENVIRONMENTAL OFFICER COURSE (FY-08) (ECO-FY08) > ANNOUNCEMENTS' page. The left sidebar contains a list of buttons: 'EO Course', 'Announcements', 'Blackboard Help', 'Staff Information', 'Certificate', 'External Links', and 'Tools'. The 'EO Course' button is circled in red. The main content area displays a banner for the 'ENVIRONMENTAL OFFICER' course, followed by a list of announcements. The first announcement is dated 'Thu, Feb 28, 2008' and is titled 'Save and Save Often when taking an exam!!!'. The second announcement is dated 'February 28, 2008 - March 06, 2008' and is titled 'Microsoft IE 7 Not Recommended at this time'. At the bottom of the page, there is a footer with copyright information and a link to the Blackboard Accessibility page.

Environmental Officer Course Enrollment on MANSCEN Blackboard *(continued)*

STEP 10: Click on **Environmental Compliance Officer Course Pretest** to begin course.



The screenshot displays the MANSCEN Blackboard interface. The top navigation bar includes links for Home, Courses, Guest Lectures, MSKN, Knowledge Portals, Library, Community, and Help. The left sidebar contains a list of course-related links: EO Course, Announcements, Blackboard Help, Staff Information, Certificate, External Links, Tools, Communication, Course Tools, Course Map, Control Panel, Refresh, and Detail View. The main content area shows the 'EO Course' page with a list of course items. The item 'Environmental Compliance Officer Course Pretest' is highlighted with a red oval. Other items in the list include 'Environmental Compliance Officer Introduction', 'Duties', 'Checking Hazards Pretest', 'Checking Hazards', 'Petroleum, Lubricants and Oils Pretest', 'Petroleum, Oils and Lubricants', 'Risk Assessment Pretest', 'Risk Management', and 'Environmental Management System'. Each item has a 'Click to Launch' link. The bottom of the page shows the URL: https://www.bb.wood.army.mil/webapps/blackboard/content/listContent.jsp?course_id=_319_1&content_id=_40405_1&mode=reset and a 'Trusted sites' notification.